

1. Scope of Services

PART 1: The vendor shall perform the following:

- a. Pick up furniture to be upholstered from the Embassy warehouse and return it after upholstery work is completed. This will be done at the vendor's expense.
- b. The pickup/return of furniture to be loaded/offloaded by the vendor manpower/resources.
- c. Embassy tags SHALL NOT be removed from the furniture during upholstery process.
- d. Vendor shall not swap tagged wooden legs between the upholstered items.
- e. Deliver the upholstered items in "**shrink-wrap**" that provides good protection for the items from any potential damage during transportation. The shrink wrap should be transparent and SHOULD NOT leave marks on the furniture.
- f. All upholstery fabric will be provided by the Embassy ONLY. In case different fabric will be used, the embassy shall notify the vendor accordingly. Vendors ARE NOT ALLOWED to use their own fabric.
- g. Fabric will be provided to the vendor in advance of the upholstery job.
- h. The Embassy will provide the adequate quantities needed to do the upholstery.
- i. Fix minor damage to furniture frames.
- j. In general, **basic maintenance** (such as strengthening the rubbers, replacing torn rubbers, and cementing the sponge) will be needed. Restoring furniture to good conditions is the common practice for upholstery work. *No refurbishing is required in the upholstery scope of work.*
- k. Ensure the availability of resources to perform the reupholstery (The availability of space, manpower, adequate transportation capacity, ...).
- l. The Embassy must approve any additional work such as replacing damaged wood, before doing the work. The embassy will provide a separate purchase order for the additional work. If sponge is required, sponge should be comparable to the sponge used in the original furniture. Low pressure, bad quality sponges should not be used. The sponge and rubber are included in the warranty and the vendor should confirm this.
- m. Present a sample of the upholstery work for the warehouse team to assess. The sample can be the first set of upholstered furniture.
- n. Outsourcing to a 3rd party vendor is allowed, however may not affect performance.

2. Delivery Location and Time

- The vendor shall pick up furniture from the Embassy warehouse and return furniture after work is completed. There is no fixed pick-up schedule. The vendor should pick up items to be reupholstered upon GSO property request regardless of the quantity requested to be picked up.
- The pickup and the return of the upholstered furniture will be at the expense of the vendor. Loading and offloading the items for the upholstery tasks, from and to the embassy storage locations, will be at the vendor's expenses.
- Regardless of the items' size, processing time for each batch of furniture should not exceed *two weeks* unless specifically approved by the Embassy.
- Processing time for urgent orders of 5 items or less should not exceed *one week*.
- Delivery of the upholstered furniture will be done between the hours of 9:00 am and 4:00 pm during the working week (Sunday – Thursday).

3. Storage

- During the refurbishing work, all furniture will be stored in a dry, safe environment to prevent damage.
- The storage place **should be free of tobacco smoke** that would affect the smell of the furniture.

4. Quality of Work:

- Upholstery work should not leave any loose fabric ends or edges.
- The Embassy expects the highest possible quality of Upholstery work otherwise the embassy maintains the right to reject service after the evaluation/ inspection. Upholstered items should look and function like new.

5. Installation

N/A

6. Warranty

Three years for upholstered items (does not include normal tear & wear).

PART 2: Contractor Services

2.1 Base Contract: All requested services under this BPA shall be ready and available by 08:00 am on the first day of the BPA. There shall be no sales tax charged.

PART 3 – Pictures of the residential furniture with their size





Ottoman
W*D*H (68*52*43 CM)



Occasional Chair
W*D*H (70*55*98 CM)



High back Chair
(W*D*H) 74*70*98 cm



Easy Chair
W*D*h (80*73*87 CM)



Dining Chair
W*D*H (51*43*8 CM)